

(CLASSIFICATION)

Executive Registry

63-2552

OFFICE OF THE DIRECTOR

DDS / S R E G I S T R Y

FILE Bldg + 6-3Action Memorandum No. A-203Date 21 MAR 1963

TO : DDS

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SUBJECT : Decorating the Building

REFERENCE: A. Headquarters Establishing Fine Arts Commission

B. Action Memorandum A-202, Subject: Establishment of Fine Arts Commission, dated 20 March 1963

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1. With the issuance of referenced memorandum and Headquarters Notice, the Agency Fine Arts Commission (FAC) will be in operation by 10 April 1963. One of the first items of business for the FAC will be to review and make recommendations on an integrated plan for changing the color scheme of the building.

2. Pursuant to this action the DDS is requested to engage the services of a professional interior decorator to make a thorough study of the building and to submit a plan for review by the FAC on the following general subjects:

- a. The decor of the main foyer, the related painting of the quadrangle on the first floor, and the hanging of the portraits of the Directors of Central Intelligence;
- b. The determination of the colors and order of priority for the painting of public spaces such as corridors, elevator foyers, and snack bars (as opposed to individual offices); and

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- c. The determination of the colors of paint to be made available for individual offices as new painting is required.

25X1 [redacted] Chairman, FAC, may be contacted to provide detailed instructions and requirements to the interior decorator.

3. In selecting an interior decorator you are requested to bear in mind that we should have advice from just one individual or firm who would be expected to present a master plan for the entire building and who would be available to serve on a continuing basis as we identify other areas requiring the services of a professional interior decorator. The selection of the interior decorator will be the responsibility of the DDS, however we suggest that this be done in coordination with the Chairman of the Fine Arts Commission.

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[redacted]
/Lyman B. Kirkpatrick
Executive Director

Distribution:

Orig. - Addr

1 - [redacted] Chairman, Fine Arts Commission